Upgrade to State's Financial System Is on Schedule

The upgrade of the State's financial system continues on schedule. The current phase of the project—Envision—involves an analysis of how the FINET user community interacts with and does business in the current system and how they will do business in new system.

Business scenario documents were developed and executed to "test" the new system to ensure that users will be able continue to perform their duties efficiently and effectively using the upgraded software. Over 200 scenarios were developed and tested during the analysis period, which is scheduled to end today (Jan. 28).

The next step, due to be completed by mid-March, will be to write an assessment document presenting in detail the tasks and effort required to move from our current version of the FINET software to the upgraded version.

The upgrade of FINET, the State's financial system, continues to progress on schedule, one step at a time.

During the next several weeks, the project technical team will meet with technical representatives from each agency to determine their ability to meet new interface standards, and to discuss the level of effort required to prepare interfaces for the upgrade.

In addition to analyzing our business processes, efforts are being made to analyze and develop strategic plans for data conversion, user training, user acceptance testing, and system security/control.

A steering committee, comprised of representatives from several state agencies, including UDOT, Education, Health, and Agriculture, continues to meet monthly to guide the upgrade project team, and to allow agency budget and accounting officers to comment on and add their perspective to the effort.

The upgraded system will be in place July 1, 2006. ✤

Budget and Accounting Officers' Meeting Set for March 24

The next Budget and Accounting Officers' meeting is scheduled for Thursday, March 24, at 8:30 a.m. in the auditorium of the State Office Building.

Details about the fiscal yearend accounting training that will be offered in conjunction with the meeting will be published in next month's *FineLine*. ✤
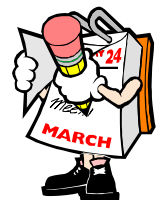
John Reidhead Is Assistant Director of Finance

Congratulations to John Reidhead, who is the new Assistant Director of Finance, replacing Lynn Vellinga. John has worked in state government for 21 years and has been in the Division of Finance since March 2001 as Assistant State Comptroller. John previously worked in the State Auditor's Office for over 17 years.

Congratulations!

You can contact John at 801-538-3102 or jreidhead@utah.gov. ✢

Be Careful When Paying Invoices

This is a reminder that before your agency pays any invoice, you should **be sure it is a legitimate invoice for products or services you ordered and received**.

Recently several state agencies have been contacted by persons saying they represent a toner supply company and need an address for the invoice. These agencies have neither ordered nor received any toner. This is a scam to get state agencies to pay the invoice.

Unless you are positive you have ordered and received the product or service you are being billed for, please do not pay any invoice. If you have questions, contact Carol Young at 801-538-3100. ✢

Commute Rule Expanded to Exempt Additional Vehicles

Are you a state employee authorized to commute between home and the workplace in a state vehicle? If so, you should be aware of a recent change to a Fleet Operations rule, R27, to expand the exemption from the requirement to be taxed on the value of the commute benefit.
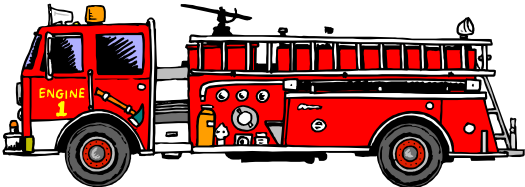
The exemption now includes not only marked or unmarked police vehicles, but also clearly marked fire vehicles. Some other types of modified vehicles are also included in the exemption (see R27-3-8). You can access this administrative rule on the Internet at http://rules.utah.gov/publicat/code/r027-003.htm.

Questions regarding exemption from the imputed daily taxable fringe benefit should be directed to Fleet Operations. ✢

FINET Schedule Changes for Presidents' Day

The normal schedule for FINET is to be open Monday through Friday and to run a cycle each Monday, Wednesday, and Friday night. Listed below are the exceptions to the normal FINET schedule for Presidents' Day and for January monthend.

February 4 – **Open** .... January Monthend

February 21 – **Closed** .... Presidents' Day holiday

February 22 – **Open** .... Tuesday cycle due to holiday

Internet Address for Payroll Employee Self Service Changes

Because the Division of Finance has added an additional level of security to the Employee Self Service (ESS) System, the Internet address used to access ESS has changed slightly. The new address must be typed exactly as shown below:

https://stateemployees.utah.gov

Please note that if you have bookmarked the ESS site as a "favorite" in Internet Explorer, you will need to delete the old bookmark and add one for the new Internet address. ✤

Use These Phone Numbers to Contact State Payroll

State Payroll is using a new telephone system to make it easier for employees and Payroll System users to contact them. Calls made to the main payroll phone number, 801-538-3056, are now routed to everyone in State Payroll rather than to just one person. Anyone who has general payroll questions or who is unsure of whom to contact should call this main payroll number.

Below is a list of State Payroll employees available to assist with payroll-related questions and the specific responsibilities of each person. Anyone who has questions related to these specific areas should contact the person listed.

Pam Hansen, 801-538-3121

Answering questions, assisting Payroll System users, resolving problems, coordinating with Utah Retirement Systems

Fran Carpenter, 801-538-3120

Savings bonds, garnishments, employment verifications, off-cycle checks

Barrie Sugino, 801-538-3279

New hire verification (W-4 and Social Security cards), W-2s, W-4 changes, alien guidelines, name changes, and payroll deductions

Jeanette Henstrom, 801-538-3124

Terminations, LWOP (Leave Without Pay), dual employment, pay advance, new hire verification (W-4 and Social Security cards), W-4 changes, name changes, W-5s (earned income credit), and payroll archive questions

Betty Frenchwood, 801-538-3116

Direct deposit, off-cycle checks, Social Security Number changes, and deceased terminations

Caroline Thomas, 801-538-3125

Training, answering questions about payroll and about Employee Self Service, and helping Payroll System users

John Harley, 801-537-9176

Payroll System security ✤

Frequently Asked Question from FINET Help Desk

Q I have some employees and some vendors who want to get set up to receive payments or reimbursements by EFT (electronic funds transfer) rather than receiving payments in the mail. What do we need to do to get them set up for EFT?

A To receive payments or reimbursements electronically, employees should fill out form FI 16A, State of Utah Employee Electronic Funds Transfer Authorization Form (Non-Payroll). The FI 16A is available on the Division of Finance Web site at www.finance.utah.gov/forms/index.htm#payables.

Vendors can go to the eVendor Web site at http://efinance.state.ut.us/evendor. They should log in, bring up the Payment Search screen by clicking on any vendor listed, and then click on the *Signup for EFT* button at the bottom of the Payment Search screen. This will open form FI 16V, Direct Deposit Authorization Form for Electronic Funds Transfers (EFT) for Vendors.

Both vendors and employees need to fill in the name and address of the financial institution, the routing number, and the bank account number. They also need to indicate whether they want the electronic deposit to go to a checking account or a savings account.

Employees can sign the forms electronically and e-mail them by clicking on the action buttons at the top of the form. Clicking on the *eMail* button will send the form directly where it needs to go to be entered.

Vendors will need to print the forms and mail them to the address listed in the lower left-hand corner of the form.

Finance does not notify the employee or vendor when the funds are deposited. The money will show up in the bank account and will be described as *FINET EFT*. The employee or vendor who submitted the reimbursement should know the amount to expect.

The EFT will post to the bank account approximately two working days after the FINET cycle. This is because of the time it takes the EFT information to navigate its way from the State's bank, to the Automated Clearinghouse, to the employee's bank. So an EFT may not be any faster than the more traditional warrant, but it does save the employee or the vendor a trip to the bank to deposit the reimbursement or payment check.

If you have any questions, call the FINET Help Desk at 801-538-9690. ❖

Contact the Division of Finance

Division Receptionist
801-538-3082

Payroll
801-538-3056

Data Warehouse
801-538-3530

FINET Help Desk
801-538-9690

Financial Reporting
801-537-9081

Disbursements
801-538-3200

Office Address
Room 2110 State Office Building
Salt Lake City, Utah 84114-1031

Web Site: www.finance.utah.gov

Payroll Training

Computer-based training on the Payroll System is available on the Division of Finance Web site at www.finance.utah.gov/training/courses.htm.

Click on the course names below to view the course descriptions or to access the on-line courses.

Data Warehouse Training

We are not offering Data Warehouse classroom training during February. To add your name to the waiting list for Data Warehouse – Payroll or Data Warehouse – FINET, call 801-538-3082.

FINET Classroom Training

This month's FINET training will be held at a location off of Capitol hill. We will provide you with the address when you call to register for a class.

Feb. 22   Purchasing Lab; 8:30 – 11:30 a.m.

Feb. 22   Disbursing Lab; 1 – 4 p.m.

Feb. 23   Fixed Assets Lab; 8:30 – 11:30 a.m.

Feb. 23   Internal Transactions Lab; 1 – 4 p.m.

FINET On-Line Courses

FINET System Navigation, FINET Overview, Employee Reimbursements, Purchasing and Disbursing, Cost Accounting, Grant Accounting, Revenues and Receivables, Internal Transactions, and Fixed Assets

Call to Add Your Name to Waiting List for These Classes

Budget Control, Grant Accounting Lab, Project Accounting, FINET Inventory, and On-line Inquiries

FINET Help Desk

Call 801-538-9690 to resolve immediate questions about using FINET.

Reservations

To reserve your spot in any class offered this month or to add your name to our waiting list for classes not offered this month, call 801-538-3082. We will notify you when the class is scheduled. If you make reservations and cannot attend, please notify us as soon as possible.

Persons with disabilities requiring accommodation should call 801-538-3082 a week before the class to request reasonable accommodation.

Read descriptions of all our courses and link to on-line courses at:
www.finance.utah.gov/training/courses.htm.